Policy Formulation: Strategies and Systems of Policymaking in the 21st Century
300.712.01
2nd term, 2018

FINAL ASSIGNMENT

For this Assignment, please write a memo to a decision maker (such as a policymaker within a state government office, an elected representative, or the executive director of a non-profit organization) relevant to the issue you've chosen. The purpose of the memo is to convince him or her to support your policy proposal and to take a particular action. Your policy proposal is based on the policy statement you submitted earlier in the course, and should reflect any subsequent conversations with the teaching team about your proposed topic.

Your memo should include the following seven elements:

1. Your name, title, and organizational affiliation. You may invent an organization or choose an existing one. Your memo should also include the title of the person you are writing to and the name of the organization they represent.

2. A clear statement about what you are asking the memo reader to do in relation to your policy proposal. (This is your ask.)

3. A brief description of the public health/social problem your proposed policy will address, and the context in which your problem is occurring. This problem description should be supported by citations that include peer-reviewed articles and/or other documentation, if applicable.

4. A brief description of your policy proposal. Please incorporate into your response: (a) a summary of your proposed policy; (b) a discussion of at least one policy alternative to your recommended policy option; (c) how your proposed policy can best be advanced through specific policy tools (e.g., legislation, regulation, litigation) and why; and (d) at what level your policy proposal should be pursued (e.g., local, state, national) and why.

5. A clear justification about why you are asking your reader to support your proposed policy. This justification should include citations from the peer-reviewed literature and/or other documentation.

6. An assessment of one stakeholder (individual or organization) that you believe will oppose your recommendation, what that opponent's main argument to support their position will likely be, and how your reader might address the concern of the identified stakeholder. An assessment of one stakeholder (individual or organization) that you believe will support your recommendation, what their main reason for supporting your proposal will likely be, and how your reader can strategically use that support.

7. A concluding statement that summarizes your position.
Your response to this assignment should be approximately 2000 words and written in paragraph form. We are looking for you to synthesize the class lectures, class discussions, feedback from your prior assignments, and readings, and apply the concepts you learned to your selected policy topic. You may use additional written source material in formulating your answer. Where you rely on written materials, please provide a reference and use quotation marks where appropriate.

In writing your assignment, we expect you to write an original paper on your own. That is to say, this is not a group assignment – students are not to work together in writing their assignments. If we receive submissions that are enough alike so as to raise the question of joint authorship, we will feel obliged to refer the matter to the School’s Academic Ethics Committee.

If you have any questions about this assignment, please post them in the Final Assignment thread in the Discussion Forum on CoursePlus.

Please submit your assignment to the Drop Box labeled “Final Assignment” on the CoursePlus page for this course. The Drop Box is located under the “Resources” tab. We must receive your completed assignment by 9am on Wednesday, December 19, 2018. If you don’t turn your assignment in by 9am on December 19, your grade will be penalized.